

Montana Office of Public Instruction School Nutrition Programs Claim Reimbursement Instructions 2005-2006

Helpful Claiming Reminders

- Claims are due by the 10th of the following claim month and will be paid during the month of submission.
- Claims can be submitted starting on the 1st day of the month following the claim month.
- All claims must be submitted within 60 days from the last day of the month of claim. Claims submitted 60 days past the month ending will not be paid.
- Claims cannot be submitted for the current month or the month ahead.
- Claims for months with less than 10 days (for example June or August) should be combined with the previous or following month's claim and submitted as one reimbursement except in cases that the claim exceeds 30 days. A reimbursement claim cannot exceed 30 days.



If you need assistance submitting a claim, contact the OPI at (406) 444-2501.



Important Changes This Year to Claims

- **Site Claiming** - Sponsors will enter monthly claims for each site.
- **Annual Financial Report** – Sponsors will complete an annual financial report in June of each year rather than submitting income and expenditures on a monthly basis.

Overview of Steps to Complete the Claim Process:

Step 1- Logging In (page 2)

Step 2- Create a SPONSOR CLAIM form in order to access SITE CLAIMS (pages 2-3)

Step 3- Access the SITE CLAIM form(s) (pages 4-6)

Step 4- Submit a SITE Reimbursement Claim (refer to Step 6 to resolve errors) (pages 6-7)

Step 5- Submit the SPONSOR CLAIM (pages 7-9)

Step 6- Open a SITE CLAIM with Errors (page 10)

Step 7- View SPONSOR/SITE CLAIMS (page 11)

Step 8- Revise a Paid Claim (pages 12-15)

Steps to Complete the Claim Process

Step 1: Logging In

- 1-1.) Login to the website <http://data.opi.mt.gov/CNP/Login.asp> – enter User ID and Password
- 1-2.) Select **School Nutrition Programs**
- 1-3.) Select Program year – **2006**



Note that the computer screens represented in this manual may reflect that of another state. They are used as examples only.

Step 2: Create a SPONSOR CLAIM form in order to access the SITE CLAIM(S)

- 2-1.) The website displays the SPONSOR SUMMARY page
- 2-2.) Select the “**CLAIMS**” tab from the SPONSOR SUMMARY PAGE

Claim Month	Applications	Claims	Payments	Users
August 2005	Sponsor Claim	0 Approved	12.00	View
September 2005	Sponsor Claim	0 Errors	0.00	View Edit Delete
October 2005	Sponsor Claim	0 Errors	0.00	View Edit Delete
November 2005		Claim should be entered between 12/1/2005 and 1/30/2006		Add
December 2005		Claim should be entered between 1/1/2006 and 3/2/2006		Add
January 2006		Claim should be entered between 2/1/2006 and 4/2/2006		Add
February 2006		Claim should be entered between 3/1/2006 and 4/30/2006		Add
March 2006		Claim should be entered between 4/1/2006 and 5/31/2006		Add
April 2006		Claim should be entered between 5/1/2006 and 6/30/2006		Add
May 2006		Claim should be entered between 6/1/2006 and 7/31/2006		Add
June 2006		Claim should be entered between 7/1/2006 and 8/30/2006		Add
YTD Total			12.00	

- 2-3.) Locate the Claim Month and select “**ADD**” next to the SPONSOR CLAIM. The Web site displays the SPONSOR CLAIM form.

Important Note: Do not enter in any data or figures into the SPONSOR CLAIM form at this time. Submit the blank SPONSOR CLAIM form first (there will be zeros in all spaces). The Web site will automatically consolidate the SITE CLAIM information into the SPONSOR CLAIM form as the SITE CLAIMS are completed.

- 2-4.) Scroll to the bottom of the (blank) SPONSOR CLAIM form and click “**SUBMIT**”. The Web site will then automatically create the SITE CLAIM forms, but not until this has been done.

Indiana Department of Education
School and Community Nutrition Programs

NSLP National School Lunch Program

Applications Claims Accounting Maintenance Reports Programs Logoff

Home > Claim Menu > Select Sponsor > Claim Month > Sponsor Claim

Program Year: 2003 Sponsor: 1239-WABASH VOCATIONAL SCHOOL

NSLP Indiana Department of Education
Sponsor Claim

WABASH VOCATIONAL SCHOOL (1239)
123 River Road Mount Carmel, IN 62863

July 2002
Pending Submission
Original Claim

↓ Bottom of Form

Meals / Milk Served	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Description	Supper	Lunch	Severe Need Breakfast	Regular Breakfast	Regular Snack	Site Eligible Snack	Special Milk
(1) Paid							
(2) Free							
(3) Reduced							
(4) Seamless Waiver							
(5) Total Reimbursable Student Meals/Milk							
(6) Adult Meals Served							
(7) Days of Operation							
(8) Operating Sites							
(9) Avg Daily Attendance							
(10) Average Cost Per Half Pint							

Eligibility Information	(A)	(B)
Description	Meals	Special Milk
(11) Paid Eligible Children		
(12) Free Eligible Children		
(13) Reduced Eligible Children		
(14) Total Eligible Children		

(15) ☐ Check here when the Claim is ready for Payment

DOE Internal Use Only

(16) ☐ Override Accuclaim (17) Reason for Exceptions

(18) ☐ Check here when the Claim has been reviewed by the State

Created By: _____ Date Created: _____ Modified By: _____ Date Modified: _____

↑ Top of Form

2-5.) A POST CONFIRMATION page will appear with a notice stating that the SPONSOR CLAIM was posted to the data base with a status of **Errors Detected**. Click "[HERE](#)" to go to the Sponsor Claim Listing.

Montana Office of Public Instruction
School Nutrition Programs

SNP School Nutrition Programs

Applications Claims Maintenance Resources Programs Logoff

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Post Confirmation

The **Sponsor Claim** was posted to the database with a status of **Errors Detected**.


The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by OPI. Please return to the entry form to review the errors and make the necessary corrections.

Click [HERE](#) to go to the Sponsor Claim Listing or select another option from the menu above.

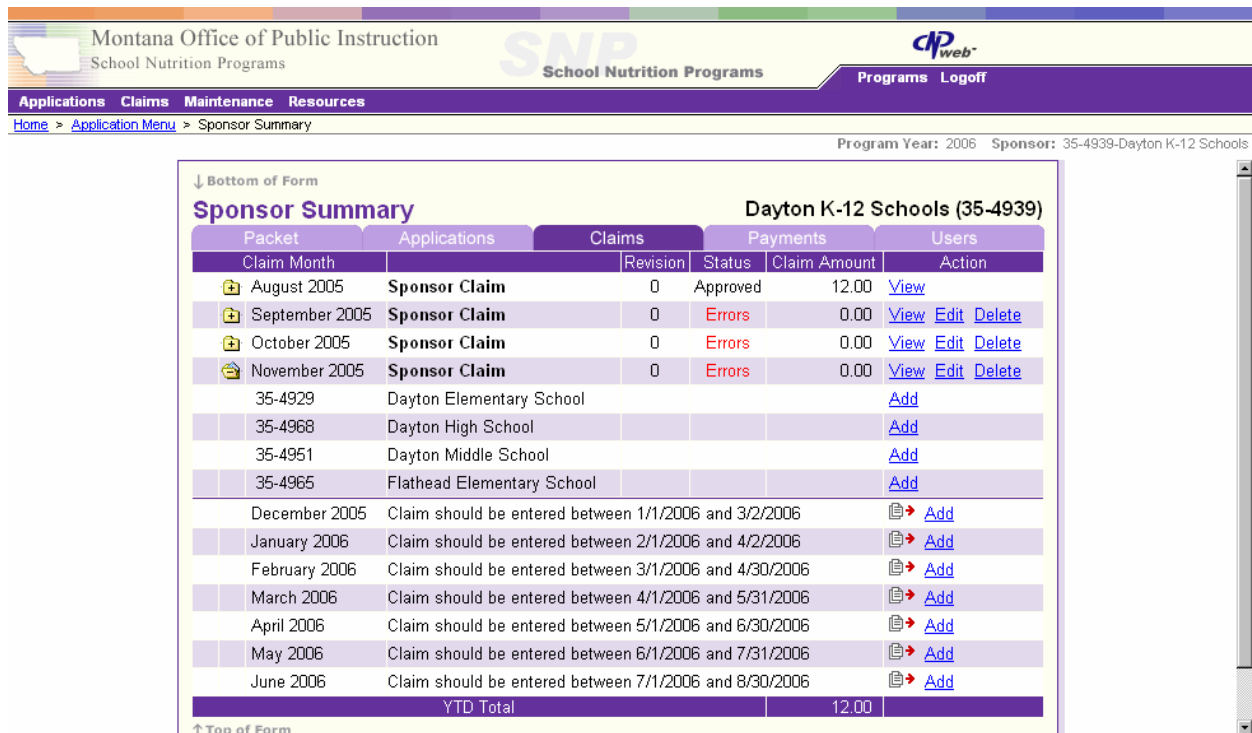
Step 3: Access the SITE CLAIM form(s)

For each claim month, you must submit a separate claim that summarizes all of the activity at *each* of your sponsored sites.

To display the SITE CLAIM form(s):

3-1.) Locate the SPONSOR CLAIM month just submitted and click on the **PLUS**  symbol inside the expanding folder. It will expand to show each individual site claim.

3-2.) Click “**ADD**” to input a claim for each SITE CLAIM.



Montana Office of Public Instruction
School Nutrition Programs

SNP School Nutrition Programs

Programs Logoff

Applications Claims Maintenance Resources












Home > Application Menu > Sponsor Summary

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

↓ Bottom of Form

Sponsor Summary

Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
 August 2005	Sponsor Claim	0	Approved	12.00	View
 September 2005	Sponsor Claim	0	Errors	0.00	View Edit Delete
 October 2005	Sponsor Claim	0	Errors	0.00	View Edit Delete
 November 2005	Sponsor Claim	0	Errors	0.00	View Edit Delete
35-4929	Dayton Elementary School				Add
35-4968	Dayton High School				Add
35-4951	Dayton Middle School				Add
35-4965	Flathead Elementary School				Add
December 2005	Claim should be entered between 1/1/2006 and 3/2/2006				 Add
January 2006	Claim should be entered between 2/1/2006 and 4/2/2006				 Add
February 2006	Claim should be entered between 3/1/2006 and 4/30/2006				 Add
March 2006	Claim should be entered between 4/1/2006 and 5/31/2006				 Add
April 2006	Claim should be entered between 5/1/2006 and 6/30/2006				 Add
May 2006	Claim should be entered between 6/1/2006 and 7/31/2006				 Add
June 2006	Claim should be entered between 7/1/2006 and 8/30/2006				 Add
YTD Total				12.00	

↑ Top of Form

➤ The website then displays the SITE CLAIM page

Montana Office of Public Instruction
School Nutrition Programs

School Nutrition Programs

Programs Logoff

[Applications](#) [Claims](#) [Maintenance](#) [Resources](#)

[Home](#) > [Application Menu](#) > [Sponsor Summary](#) > [Site Claim](#)

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 School

NSLP
Site Claim

Montana Office of Public Instruction

Dayton Elementary School (35-4929)

Dayton K-12 Schools (35-4939)
November 2005
Pending Submission
Original Claim

↓ Bottom of Form

Meals / Milk Served	(A)	(B)	(C)	(D)	(E)
Description	Supper	Lunch	Breakfast	Snack	Special Milk
(1) Paid		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Free		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(3) Reduced		<input type="text"/>	<input type="text"/>	<input type="text"/>	
(4) Seamless Waiver	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
(5) Total Reimbursable Student Meals/Milk	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(6) Adult Meals Served	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
(7) Days of Operation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Meals/Milk Served

Note: Severe Need Breakfast and Needy Snack categories will automatically be sorted by the system into the consolidated SPONSOR CLAIM as the SITE CLAIMS are completed. Therefore, you may enter severe need categories in the regular Breakfast or Snack columns.

3-3.) The SITE CLAIM page allows you to enter the following meals and milk data for this SITE CLAIM period.

Tip: Use your “Tab” key to move from box to box quickly or navigate with your mouse. Do not use the “Enter/Return” key.

- (1.) **Paid** – record the number of paid meals served in each category.
- (2.) **Free** – record the number of free meals served in each category.
- (3.) **Reduced** – record the number of reduced price meals served in each category.
- (4.) **Seamless Waiver**- leave blank.
- (5.) **Total Reimbursable Student Meals / Milk** –The totals must be the sum of the counts from rows 1 through 4.
- (6.) **Adult Meals Served** – record the number of adults served. Do not include foodservice staff (individuals who have been hired to work in the foodservice program).
- (7.) **Days of Operation** – record the number of days meals/milk were served in each category.
- (8.) **Average Daily Attendance** – multiply the highest enrollment by your attendance factor. The state average attendance factor of 95 percent may be used.
(Enrollment count X .95 = the Average Daily Attendance)

Eligibility Information:

- (9.) **Paid Eligible Children** –record the highest number of children who are eligible for PAID meals (total eligible children minus free and reduced price children).

(10.) **Free Eligible Children** – record the highest number of children who are eligible for FREE price meals.

(11.) **Reduced Eligible Children** – record the highest number of children who are eligible for REDUCED price meals.

(12.) **Total Eligible Children** – record the highest number of children enrolled in the school site.



Note: If you do not have all the numbers you need to submit your claim, you can enter partial information into the SITE CLAIM form and submit it without selecting the box that it is ready for payment, your claim will not be sent to the OPI for approval.

Eligibility Information		(A)	(B)
Description	Meals	Special Milk	
(9) Paid Eligible Children	<input type="text"/>	<input type="text"/>	
(10) Free Eligible Children	<input type="text"/>	<input type="text"/>	
(11) Reduced Eligible Children	<input type="text"/>	<input type="text"/>	
(12) Total Eligible Children	<input type="text"/>	<input type="text"/>	

Step 4: Submit a SITE Reimbursement Claim

4-1.) Complete the SITE CLAIM form.

4-2.) Click “SUBMIT”. The Web site checks your claim for input errors.

If errors are found, the Web site displays the SITE CLAIM-POST CONFIRMATION page with an **Errors Detected** message. *Refer to Step 6 on how to open and resolve errors.* If you cannot resolve the input errors at the time you attempted to submit the claim, you can open the un-submitted claim at a later time.

Post Confirmation

The Site Claim was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by OPI. Please return to the entry form to review the errors and make the necessary corrections.

Click [HERE](#) to go to the Site Claim Listing or select another option from the menu above.

If your claim does not contain any input errors, the Web site displays a SITE CLAIM-POST CONFIRMATION page notifying that the site claim is in an **Approved** status.

Note: This approval notice should be interpreted as an edit check for passing business rules in place and that the data is being consolidated into the SPONSOR CLAIM. Further steps are still needed to complete the claim process.

Montana Office of Public Instruction
School Nutrition Programs

SNP School Nutrition Programs

CPweb Programs Logoff

Applications Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Site Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Post Confirmation

The **Site Claim** was posted to the database with a status of **Approved**.

This form is now complete and approved by OPI.

Click [HERE](#) to go to the Site Claim Listing or select another option from the menu above.

4-3.) Click “[HERE](#)” to go to the Site Claim Listing.

4-4.) If additional sites are claimed, repeat these steps until all SITE CLAIMS have been successfully completed. On the last approved SITE CLAIM – POST CONFIRMATION page click “[HERE](#)” to go the SITE CLAIM LISTING.

Step 5: Submit the SPONSOR CLAIM

Once all SITE CLAIMS have been successfully completed, a SPONSOR CLAIM must be submitted. The SPONSOR CLAIM will automatically consolidate information from the SITE CLAIM data entered.

5-1.) Locate the SPONSOR CLAIM that coincides with the month of claim and SITE CLAIMS just submitted. *Note: The SPONSOR CLAIM will be in errors status at this time.*

5-2.) Click “**EDIT**” next to the SPONSOR CLAIM.

5-4.) The Web site displays the SPONSOR CLAIM with the consolidated SITE CLAIM data.

*Note: An Error Message will most likely appear at the top of the SPONSOR CLAIM regarding **sites** eligible to claim this month. This error message should clear when the SPONSOR CLAIM is submitted.*

Montana Office of Public Instruction
School Nutrition Programs

SNP School Nutrition Programs

CPweb Programs Logoff

Applications Claims Maintenance Resources

Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Section 1 - Validation Errors

Field No.	Severity	Description
8	1	All site claims must be entered. After entering claims for all sites eligible to claim this month re-submit this form to clear this error. There are 4 sites eligible to claim this month.

5-5.) If any sites participate in the Special Milk Program that collect income applications and have the free option, enter the Average Cost Per-Half-Pint into item 10.

Montana Office of Public Instruction
School Nutrition Programs

Applications Claims Maintenance Resources
Home > Application Menu > Sponsor Summary > Sponsor Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

(6) Adult Meals Served	0	60	0	20	20	0	0
(7) Days of Operation	0	20	0	20	20	0	20
(8) Operating Sites	0	3	0	1	1	0	1
(9) Avg Daily Attendance	0	72	0	10	2	0	4


(10) Average Cost Per Half Pint

Eligibility Information

Description	(A) Meals	(B) Special Milk
(11) Paid Eligible Children	23	1
(12) Free Eligible Children	22	3
(13) Reduced Eligible Children	32	
(14) Total Eligible Children	77	4

(15) ☒ Check here when the Claim is ready for Payment

Created By: 35-4939 Date Created: 7/7/2005 Modified By: 35-4939 Date Modified: 7/7/2005
[↑ Top of Form](#)

5-6)  Check box 15 when the Claim is ready for payment.

Important note: The claim is not forwarded to the Office of Public Instruction (OPI) for approval until you check this box.

5-7.) Click “Submit”

5-8.) The website then displays the SPONSOR CLAIM SUMMARY page.

Example pictured on the following page.

Indiana Department of Education

School and Community Nutrition Programs

NSLP

National School Lunch Program

Programs Logoff

Applications Claims Accounting Maintenance Reports

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Sponsor Claim

Program Year: 2003 Sponsor: 1239-WABASH VOCATIONAL SCHOOL

NSLP

Indiana Department of Education

Sponsor Claim Summary

WABASH VOCATIONAL SCHOOL

1239

Submitted by on

↓ Bottom of Form

July 2002

Pending Submission

Original Claim

Supper / Lunch Reimbursement

Meal Type	Meals Served	Rate	Amount
SFSP Supper	0	2.1400	0.00
Total Supper	0		0.00
Paid Lunch	1,443	0.2000	288.60
Free Lunch	962	2.1400	2,058.68
Reduced Lunch	2,886	1.7400	5,021.64
SFSP Lunch	0	2.1400	0.00
Total Lunch	5,291		7,368.92
Total Supper / Lunch	5,291		7,368.92

Breakfast Reimbursement

Meal Type	Meals Served	Rate	Amount
Severe Need Paid Breakfast	0	0.2200	0.00
Severe Need Free Breakfast	0	1.1700	0.00
Severe Need Reduced Breakfast	0	0.8700	0.00
SFSP Severe Need Breakfast	0	1.1700	0.00
Total Severe Need Breakfast	0		0.00
Regular Paid Breakfast	1,443	0.2200	317.46
Regular Free Breakfast	962	1.1700	1,125.54
Regular Reduced Breakfast	2,886	0.8700	2,510.82
SFSP Regular Breakfast	0	1.1700	0.00
Total Regular Breakfast	5,291		3,953.82
Total Breakfast	5,291		3,953.82

Snack Reimbursement

Meal Type	Meals Served	Rate	Amount
Regular Paid Snack	1,443	0.0500	72.15
Regular Free Snack	950	0.5800	551.00
Regular Reduced Snack	2,886	0.2900	836.94
SFSP Regular Snack	0	0.5800	0.00
Total Regular Snack	5,279		1,460.09
Site Eligible Free Snack	0	0.5800	0.00
SFSP Site Eligible Snack	0	0.5800	0.00
Total Site Eligible Snack	0		0.00
Total Snack	5,279		1,460.09

Milk Reimbursement

Meal Type	Meals Served	Rate	Amount
Paid Special Milk	0	0.1350	0.00
Free Special Milk	0	0.0000	0.00
Total Special Milk	0		0.00

Total Claim Reimbursement Amount

12,782.83

Less Previous Reimbursement Amount

0.00

Net Claim Reimbursement Amount

12,782.83

↑ Top of Form

Click [here](#) to go to the Claim Listing or select another option from the menu above.

5-9.) Review the SPONSOR CLAIM SUMMARY

5-10.) Click “[HERE](#)” to go the Claim Listing

The Web site consolidated all SITE CLAIMS and has submitted your SPONSOR CLAIM to the OPI for approval. It displays the SPONSOR CLAIM SUMMARY page showing the status of **approved**.

When you reach this point, you have successfully completed your claim process and may log off.

Montana Office of Public Instruction

School Nutrition Programs

SNP

School Nutrition Programs

Programs Logoff

Applications Claims Maintenance Resources

Home > Application Menu > Sponsor Summary

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Bottom of Form

Sponsor Summary

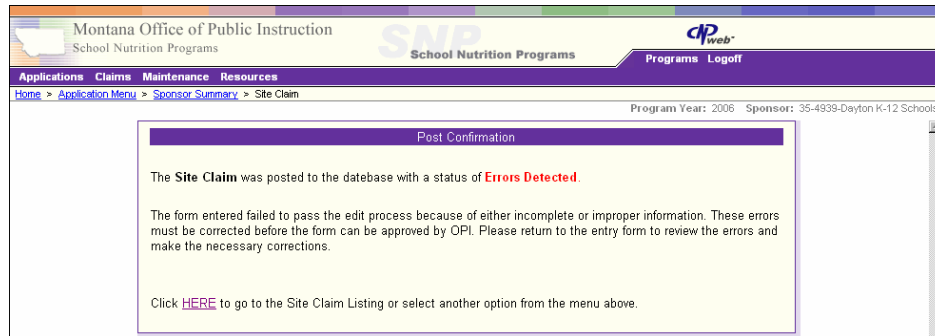
Dayton K-12 Schools (35-4939)

Packet	Applications	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action
August 2005	Sponsor Claim	0	Approved	12.00 View
September 2005	Sponsor Claim	0	Approved	12.00 View
35-4929	Dayton Elementary School	0	Approved	View
35-4968	Dayton High School	0	Approved	View
35-4951	Dayton Middle School	0	Approved	View
35-4965	Flathead Elementary School	0	Approved	View

Step 6: Open a SITE CLAIM with Errors

To open a site claim that contains input errors immediately after attempting to submit the form:

6-1.) At the POST CONFIRMATION-ERROR DETECTED page, click “[HERE](#)” to go to the SITE CLAIM LISTING.



6-2.) Click “**EDIT**” next to the SITE CLAIM with Errors. The Web site displays the SITE CLAIM page with error messages visible.

6-3.) Review and correct errors noted.

6-4.) Click “**SUBMIT**”

6-5.) A Post Confirmation page will appear and notifying if the SITE CLAIM has been **Approved** or with **Errors Detected**. If errors have been detected repeat these steps until resolved.


6-6.) When all errors have cleared and the SITE CLAIM is in an **Approved** status, click “[HERE](#)” to go to the SITE CLAIM listing.

***Note:** SITE CLAIMS with errors must be corrected before the SPONSOR CLAIM can be submitted. Once all SITE CLAIMS have been successfully completed, a SPONSOR CLAIM must be submitted. The SPONSOR CLAIM data is automatically compiled from the SITE CLAIM information entered.*

6-7.) Follow Step 5 on how to submit a SPONSOR CLAIM.

Open a SITE CLAIM that Contains Input Errors at a Later Time

6a.) At the SPONSOR SUMMARY page, click on the “**CLAIMS**” tab.

6b.) Locate the correct claim month and click on **PLUS**  symbol inside the expanding folder to view the SITE CLAIMS for this claiming period.

6c.) Find the SITE CLAIM with an error status.

6d.) Follow Step 5 on how to submit a SPONSOR CLAIM.

Step 7: View SPONSOR/SITE CLAIMS

The Web site keeps track of monthly claims and revisions to monthly claims.

When you view a monthly claim, you can review the original version of the claim, and any revision to that claim.

7-1.) Select “**CLAIMS**” from the menu bar (upper left hand corner)

7-2.) Click on “**Reimbursement Claim**”

Applications

Claims

Accounting

Maintenance

Reports

Resources

Home

>

Claim Menu

>

Select Sponsor

>

Claim Month

Program Year: 2006

Sponsor: 35-4939-Dayton K-12 Schools

Reimbursement Claim Entry

Sponsor: Dayton K-12 Schools (35-4939)

Claim Month	Revision	Status	MTD Earned Amount	MTD Amount Paid
August 2005	0	Approved	12.00	0.00
September 2005	0	Approved	12.00	0.00
October 2005	0	Errors	0.00	0.00
November 2005	0	Approved	12.00	0.00
December 2005	0	Approved	12.50	0.00
January 2006	0	Errors	0.00	0.00
February 2006	<div> <div></div> <div>Claim should be entered between 3/1/2006 and 4/30/2006</div> </div>			
March 2006	<div> <div></div> <div>Claim should be entered between 4/1/2006 and 5/31/2006</div> </div>			
April 2006	<div> <div></div> <div>Claim should be entered between 5/1/2006 and 6/30/2006</div> </div>			
May 2006	<div> <div></div> <div>Claim should be entered between 6/1/2006 and 7/31/2006</div> </div>			
June 2006	<div> <div></div> <div>Claim should be entered between 7/1/2006 and 8/30/2006</div> </div>			
YTD Total			48.50	0.00

Click on

for Claim FILE Upload or click on Claim Month for Manual Claim Entry

7-3.) Select the month of reimbursement

7-4.) Click “**Sites**” to view the Site claims

Applications Claims Accounting Maintenance Reports Resources						
Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing						
Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools						
Sponsor Claim Entry						August 2005
Sponsor: Dayton K-12 Schools (35-4939)						
Revision	Date Created	Date Approved	Status	Action		
0	07/06/2005	07/07/2005	Approved	View	Edit	Delete Sites

7-5.) Click “**View**” next to the desired SITE CLAIM

Applications Claims Accounting Maintenance Reports Resources						
Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Site Claim Listing						
Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools						
Site Claim Entry						
Sponsor: Dayton K-12 Schools (35-4939)						
Site Number	Site Name	Revision	Status	Action		
35-4929	Dayton Elementary School	0	Approved	View	Edit	Delete
35-4968	Dayton High School	0	Approved	View	Edit	Delete
35-4951	Dayton Middle School	0	Approved	View	Edit	Delete
35-4965	Flathead Elementary School	0	Approved	View	Edit	Delete

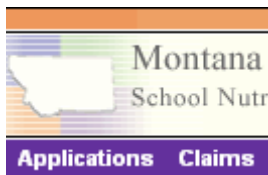
- Original claim. The first version of the claim that your organization submits to the OPI. The original claim has the revision number 0 (zero).
- Revision claim. Any changes to the original claims that are submitted by your organization to the OPI. After the OPI has approved an original claim, all changes are entered and tracked as claim revisions. Each revision is assigned a number when it is submitted. Click on the revision

Step 8: Revise a Paid Claim

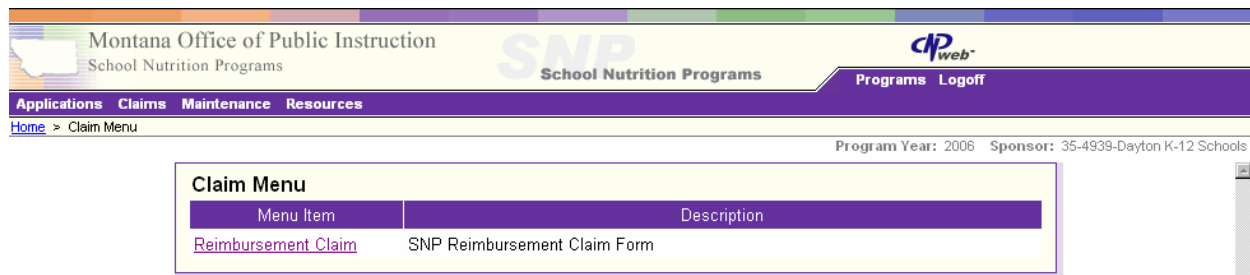
You can make changes to a claim after the OPI has authorized payment to your organization within the 60 day limitation. You cannot change the paid claim – you must submit a claim revision.

To make changes to a claim (an original or revision) after it has been approved and paid by the OPI:

8-1.) Click “**CLAIMS**” from the menu bar (on the upper left hand side of the screen)

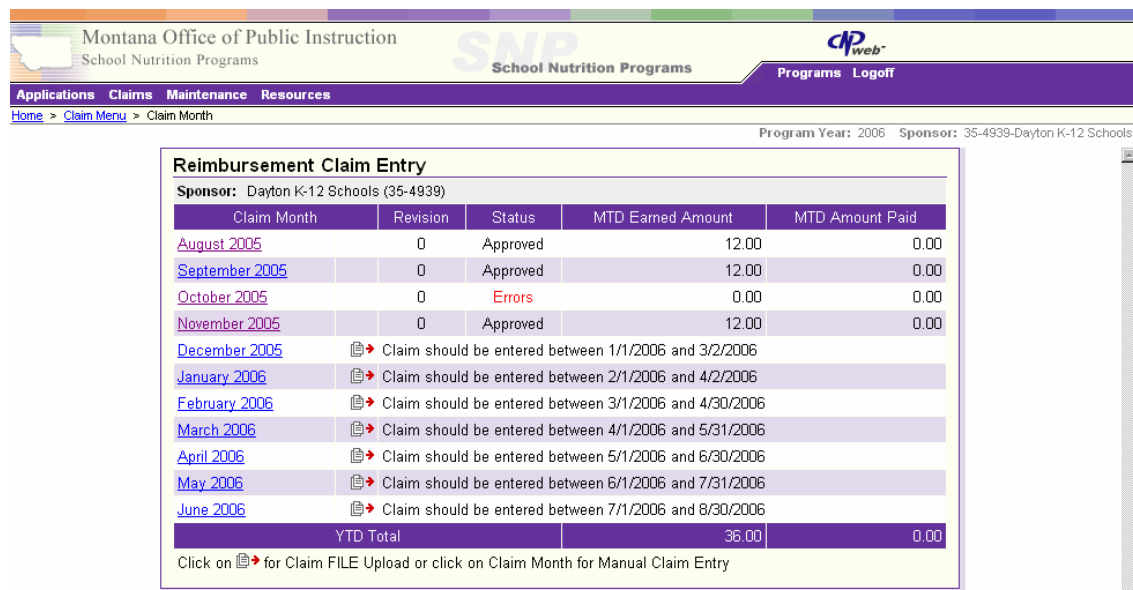


8-2.) Select “**REIMBURSEMENT CLAIM**”



8-3.) The web site will display the REIMBURSEMENT CLAIM ENTRY – CLAIM LISTING page for each claiming period.

8-4.) Locate the correct month and click on the **month**.



8-5.) The SPONSOR CLAIM ENTRY page shows the claim history with all revisions. Look through the list of claims submitted during this claim period and identify the most recent claim version.

Montana Office of Public Instruction
School Nutrition Programs

SNP
School Nutrition Programs

CPweb
Programs Logoff

Applications Claims Maintenance Resources

Home > Claim Menu > Claim Month > Claim Listing

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Claim Entry November 2005

Sponsor: Dayton K-12 Schools (35-4939)

Revision	Date Created	Date Approved	Status	Action
0	07/07/2005	07/07/2005	Approved	View Sites

8-6.) Click “SITES”

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Applications Claims Accounting Maintenance Resources

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Site Claim Listing

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Site Claim Entry

Sponsor: Dayton K-12 Schools (35-4939)

Site Number	Site Name	Revision	Status	Action
35-4929	Dayton Elementary School	1	Approved	View Edit Delete
35-4968	Dayton High School	0	Paid	View Revise
35-4951	Dayton Middle School	0	Paid	View Revise

8-7.) Locate the correct SITE CLAIM to be revised

8-8.) If the most recent SITE CLAIM has the PAID status, click “Revise”. The Web site displays the SITE CLAIM page.

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Applications Claims Accounting Maintenance Resources

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Site Claim Listing > Site Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

NSLP Montana Office of Public Instruction

Site Claim

Dayton Middle School (35-4951) Dayton K-12 Schools (35-4939)

September 2005
Pending Submission
Revision 1

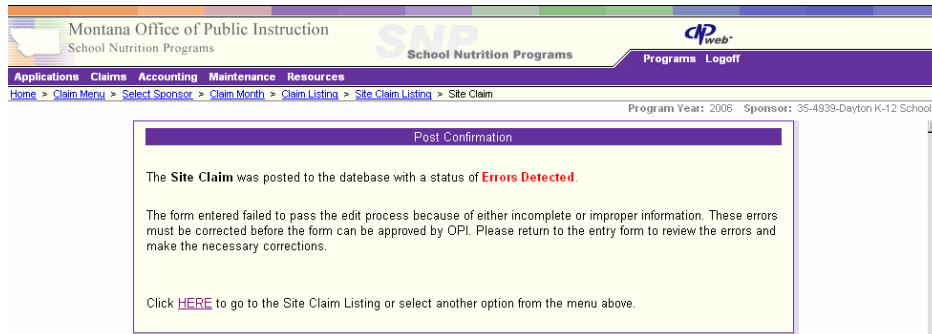
↓ Bottom of Form

Meals / Milk Served	(A) Supper	(B) Lunch	(C) Breakfast	(D) Snack	(E) Special Milk
(1) Paid		3,348	1,674	0	0
(2) Free		635	387	0	0
(3) Reduced		227	113	0	
(4) Seamless Waiver	0	0	0	0	
(5) Total Reimbursable Student Meals/Milk	0	4,210	2,174	0	0
(6) Adult Meals Served	0	15	5	0	
(7) Days of Operation	0	16	16	0	0

8-9.) Make all appropriate changes to the SITE CLAIM.

8-10.) Click “SUBMIT”. The Web site checks your claim for input errors.

8-11.) If errors are found, the Web site displays the POST CONFIRMATION page with an **Errors Detected** message. Click **“HERE”** to go to the SITE CLAIM listing. Click **“EDIT”** next to the SITE CLAIM in error status; make all appropriate changes then click **“SUBMIT”**.



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Applications Claims Accounting Maintenance Resources

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Site Claim Listing > Site Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

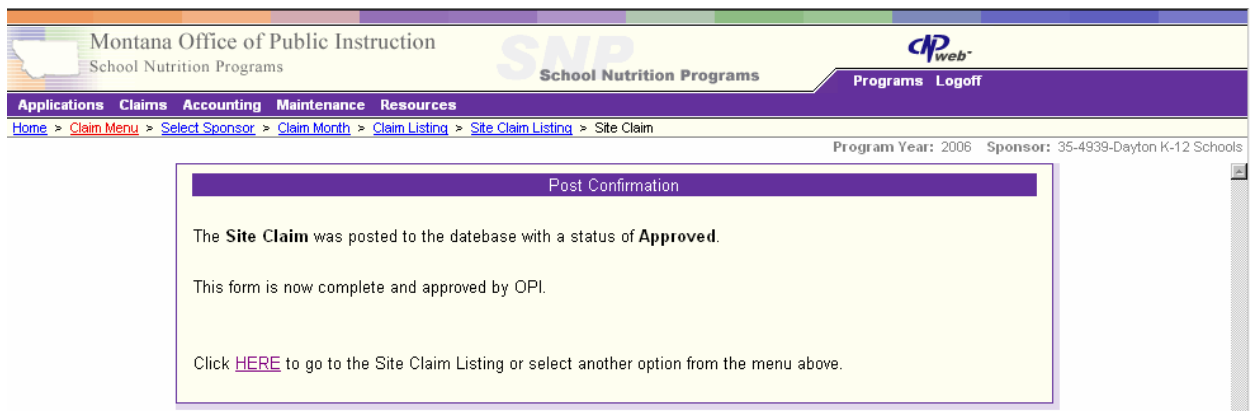
Post Confirmation

The **Site Claim** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by OPI. Please return to the entry form to review the errors and make the necessary corrections.

Click [HERE](#) to go to the Site Claim Listing or select another option from the menu above.

8-12.) If your claim does not contain any input errors, the Web site displays the POST CONFIRMATION page, notifying that the SITE CLAIM is in an **Approved** status.



Montana Office of Public Instruction
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Applications Claims Accounting Maintenance Resources

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Site Claim Listing > Site Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Post Confirmation

The **Site Claim** was posted to the database with a status of **Approved**.

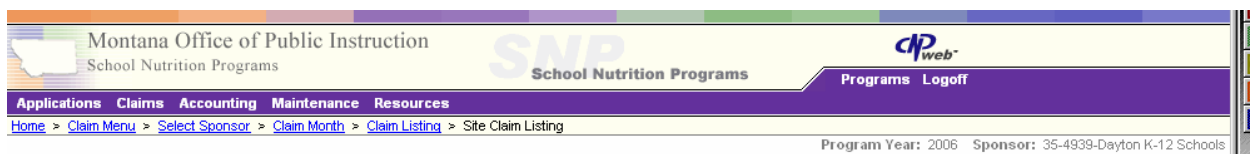
This form is now complete and approved by OPI.

Click [HERE](#) to go to the Site Claim Listing or select another option from the menu above.

8-13.) Click **“HERE”** to go the SITE CLAIM listing

8-14.) If additional sites need to be revised, repeat these steps until all are correctly approved.

8-15.) When all revisions have been made to the SITE CLAIM(S) and in an **Approved** status, click **“CLAIM LISTING”** from the menu bar to proceed to the SPONSOR CLAIM.



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SNP School Nutrition Programs

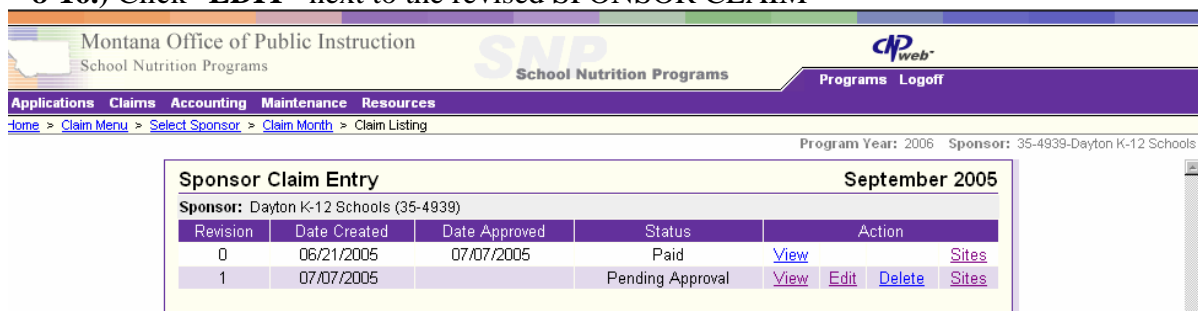
Applications Claims Accounting Maintenance Resources

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Site Claim Listing

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

This page shows the SPONSOR CLAIM history with all revisions. Look through the list of claims submitted during this claim period and select the most recent claim version

8-16.) Click **“EDIT”** next to the revised SPONSOR CLAIM



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Applications Claims Accounting Maintenance Resources

Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Claim Entry **September 2005**

Sponsor: Dayton K-12 Schools (35-4939)

Revision	Date Created	Date Approved	Status	Action
0	06/21/2005	07/07/2005	Paid	View Sites
1	07/07/2005		Pending Approval	View Edit Delete Sites

8-17.) If the SPONSOR CLAIM appears to be correct, scroll to the bottom and click “SUBMIT”.

8-18.) If your claim does not contain any input errors, the Web site displays the SPONSOR CLAIM SUMMARY page.

Montana Office of Public Instruction
School Nutrition Programs

Applications Claims Accounting Maintenance Reports Resources
Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing > Sponsor Claim

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

NSLP Montana Office of Public Instruction
Sponsor Claim Summary

Dayton K-12 Schools **November 2005**
35-4939 Approved
Submitted by Dayton School on 7/7/2005 Original Claim
Bottom of Form

Supper / Lunch Reimbursement			
Meal Type	Meals Served	Rate	Amount
SFSP Supper	0	0.0000	0.00
Total Supper	0		0.00
Paid Lunch	232	0.0000	0.00
Free Lunch	232	0.0000	0.00
Reduced Lunch	426	0.0000	0.00
SFSP Lunch	0	0.0000	0.00
Total Lunch	890		0.00
Total Supper / Lunch	890		0.00

Breakfast Reimbursement

8-19.) Click “[HERE](#)” to go to the Claim Listing or select another option from the menu above.

The Web site submits your claim to the OPI for approval and displays the SPONSOR CLAIM ENTRY – CLAIM LISTING page showing an **Approved** status.

Montana Office of Public Instruction
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Applications Claims Accounting Maintenance Reports Resources
Home > Claim Menu > Select Sponsor > Claim Month > Claim Listing

Program Year: 2006 Sponsor: 35-4939-Dayton K-12 Schools

Sponsor Claim Entry **September 2005**
Sponsor: Dayton K-12 Schools (35-4939)

Revision	Date Created	Date Approved	Status	Action
0	07/06/2005	07/08/2005	Approved	View Edit Delete Sites

When you reach this point, you have successfully completed your claim revisions and may log off.